**Guide to using**

# FILES2000 Database Rebuilder Utility

**January 2001**

# Contents

# Overview

## *What is FILES 2000 Database Rebuilder*

The FILES2000 Database Rebuilder is a Visual Basic application designed to provide the FILES2000 administrator with a simple way to rebuild a corrupt FILES2000 network database.

## *Purpose*

This utility will rebuild the FILES2000 network database.  Key data information is retrieved from each image and used to rebuild the database.  Key definition data that describes the keys used for each document type is copied from the administrator's local FILES2000 database, or from a backup copy of the database.

## *Installation*

This utility program must be installed on the FILES2000 administrator's PC in the same directory as the FILES2000 application.  It must have access to the images to be indexed via a mapped or local drive and path.  It must also have access to a local FILES2000 database or backup copy of the database that contains all of the document type definitions for this FILES2000 site.

## *Introduction*

The dialog box shown below controls the operation of this utility.  The copy shown below shows how the menu looks after restoring a database.  Initially, you will see only the command buttons on the left side.  The other information will appear as you click on each button.  The general mode of operation is to click on the command buttons in order, from top to bottom.  In fact, most of the buttons will be disabled until you have completed the previous functions.  Also, in most cases, you can not go back and repeat a step, so usually the buttons will become disabled after you complete a function.
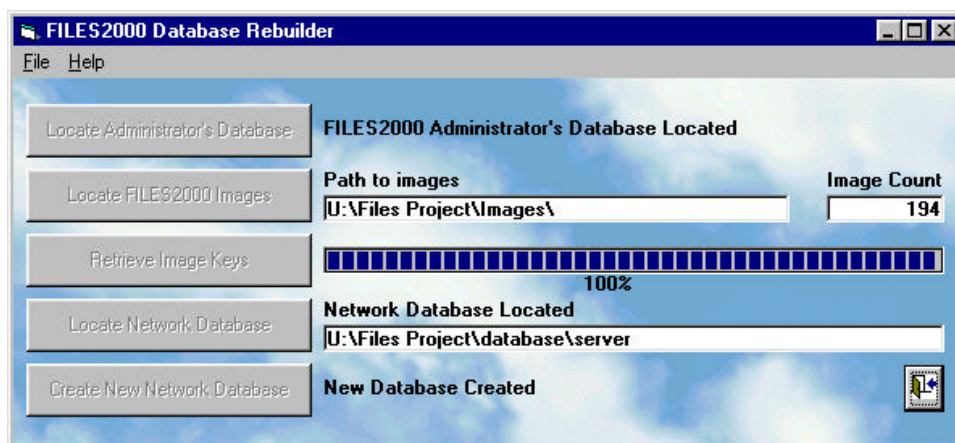


**Figure 1 – FILES2000 Database Rebuilder Screen**

# Login Procedures

## *Login Process*

When the application is started the user must Login to obtain access to the rebuilding process of the FILES2000 network database. The application searches for the FILES2000.INI file to obtain specific information required by the application. The password utilized to access this application is the same password that is used by the administrator with the FILES2000 application.

## *Locating INI File*

If the FILES2000.INI file cannot be located the **"Error Locating FILES2000.INI File"** message box will be displayed. The user can select the **Yes** button to search for the INI file, or select the **No** button to exit the application.
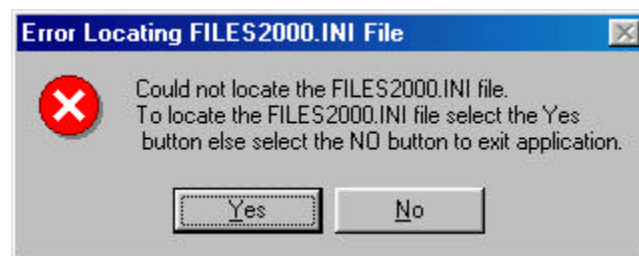


**Figure 2 – Error Locating FILES2000.INI File Screen**

If the user selected the **Yes** button, the **"Locating FILES2000.INI File"** dialog box will be displayed. The user should locate the INI file and select the file. After selecting the file, the user should select the **Open** button to process this action.
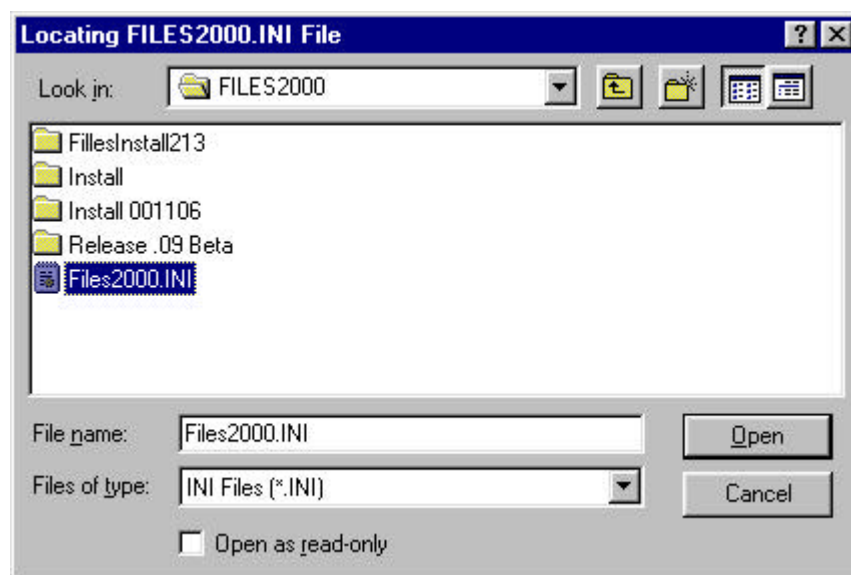


**Figure 3 – Locating FILES2000.INI File Screen**

If the user selects the **Cancel** button on the **"Locating FILES2000.INI File"** dialog box, the **"Exit the Application"** message box will be displayed and the user will be allowed to either continue or exit the application. If the user selects **Yes,** they will exit the application and if they select **No**, they will be returned to the **"Locating FILES2000.INI File"** dialog box.
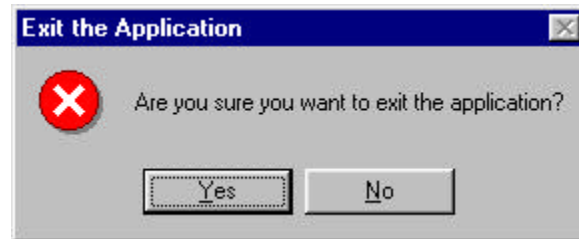


**Figure 4 – Exit Application Screen**

## *Login Screen*

The **"Welcome to the FILES2000 Database Rebuilder Application"** message box will be displayed. The user should enter their password for the FILES2000 to enter the application. After entering the password the user should select the **OK** button to continue with the application. The user also can view the Help File by selecting the **Help** button.
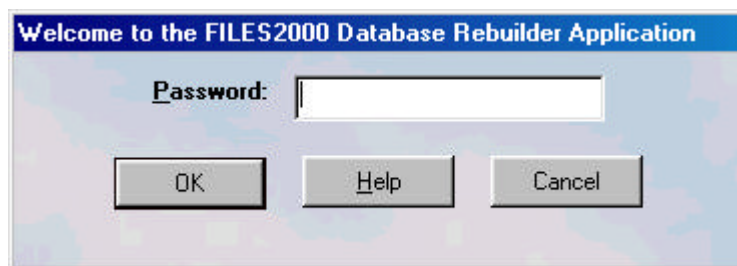


**Figure 5 – Welcome to the FILES2000 Database Rebuilder Application**

If the user selects the **Cancel** button, the **"Exit the Application"** message box will be displayed and the user will be allowed to either continue or exit the application. If the user selects **Yes,** they will exit the application and if they select **No**, they will be returned to the **"Welcome to the FILES2000 Database Rebuilder Application"** message box.
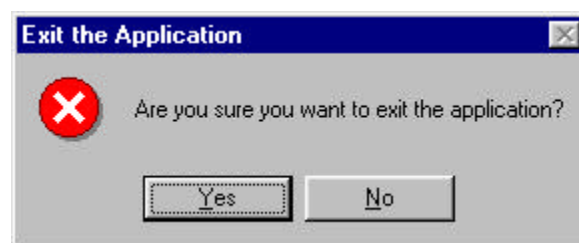


**Figure 6 – Exit Application Screen**

# Locate Administrator's Database Procedures

## *Locate Administrator's Database*

This process allows the administrator to locate the administrator's database to utilize as the basis for creating a new network FILES2000.MDB.  When the administrator selects the **Locate Administrator's Database** button, a dialog box will be displayed for the user to select the database file to be utilized to create a new FILES2000 network database.  This will normally be the location of the local FILES2000 network database on the administrator's PC.  The dialog box should default to this location based on information in the administrator's INI file.
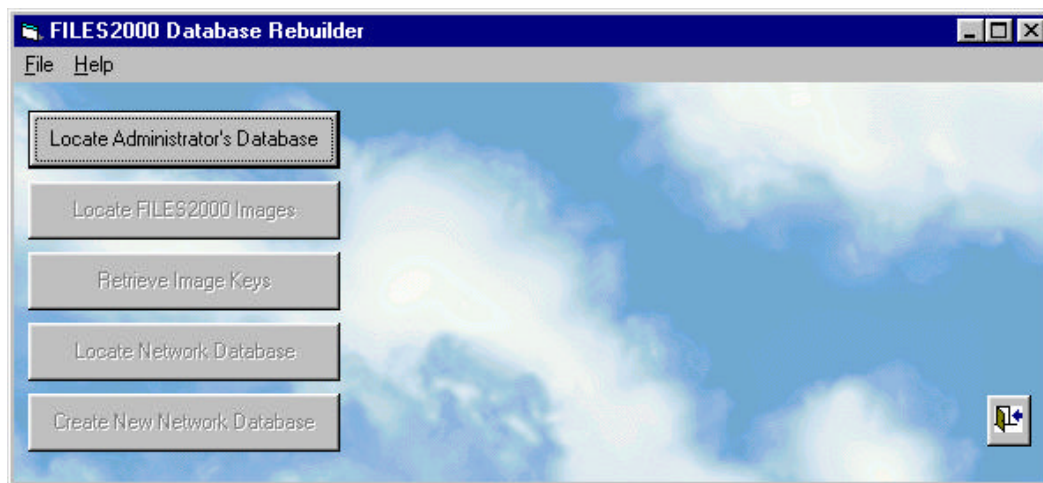


**Figure 7 – FILES2000 Database Rebuilder Screen**

## *Locate Database Dialog*

The user has the ability to select the FILES2000.MDB from the directory displayed or may select a different directory location for the FILES2000.MDB location. After selecting the database file the user will select the open button to complete the file location process. The selected database must contain all of the document type definitions for this site. When the **Open** button is selected the **Locate Administrator's Database** button becomes inactive and the **Locate FILES2000 Images** button becomes active. A message will be displayed on the application stating that the "**FILES2000 Administrator's Database Located**".
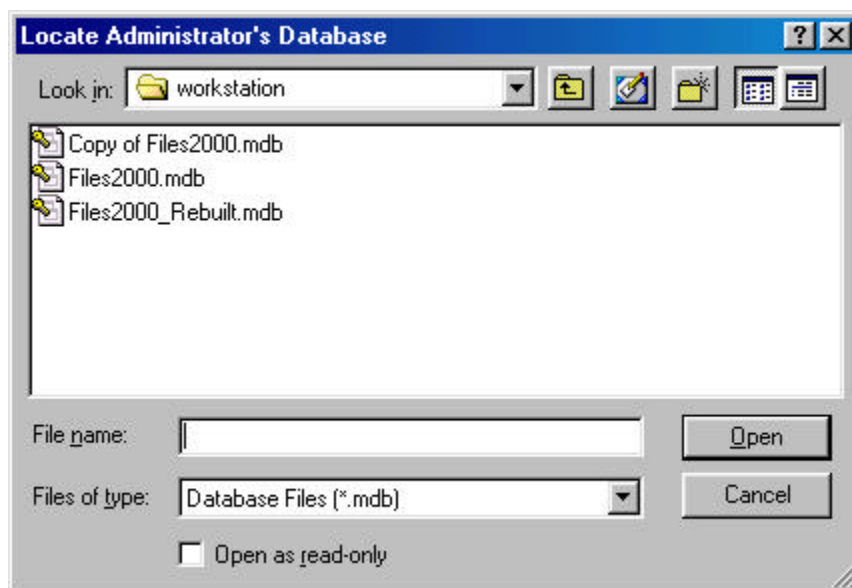


**Figure 8 – Locate Administrator's Database**

If the user selects the **Cancel** button, a message box will be displayed asking the user if they want to exit the application or return to the application. If the user selects **No,** they will be returned to the dialog box to select the database file. If the user selects **Yes,** they will exit the application.
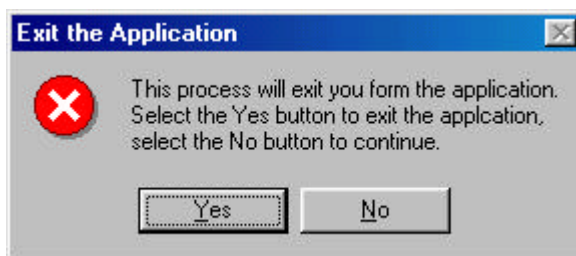


**Figure 9 – Exit Application Screen**

# Locate FILES2000 Image Procedures

## *Locate FILES2000 Images*

This process allows the user to locate the file images to rebuild the network FILES2000.MDB. The user selects the **Locate FILES2000 Images** button and a dialog box will be displayed for the user to select the location of the image files that will be used to create a table of images in the new FILES2000 network database.  This will normally be the network location where all the images are stored.  The dialog box should default to the correct location based on information in the administrator's INI file.
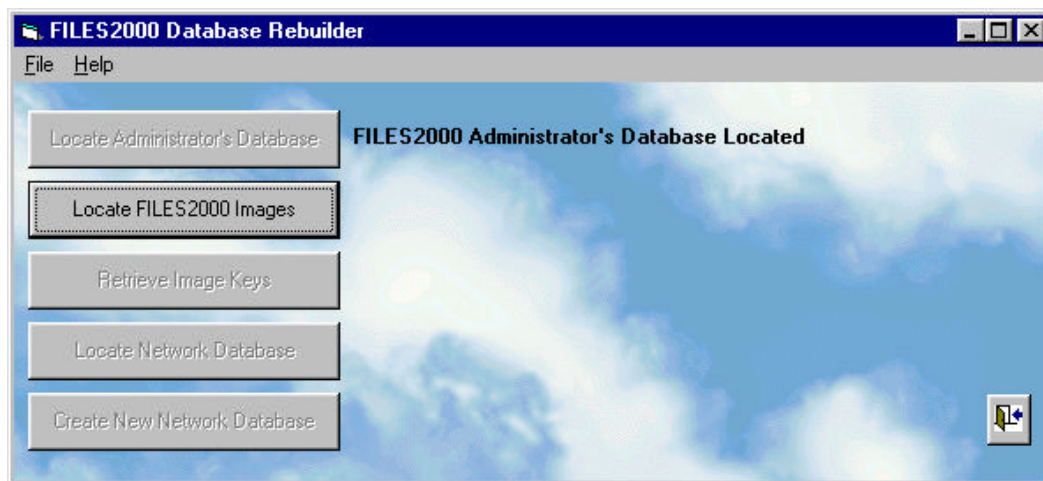


**Figure 10 – FILES2000 Database Rebuilder Screen**

## Locate Images Dialog

The user should select one of the image files from the directory displayed or may select a different directory location for the image files location. After selecting an image file, the user will select the **Open** button to complete the image file location process. When the **Open** button is selected the **Locate FILES2000 Images Database** button becomes inactive and the **Retrieve Image Keys** button becomes active. A message will be displayed showing the location of the path for the image files and a count of the image files in that directory will be displayed.
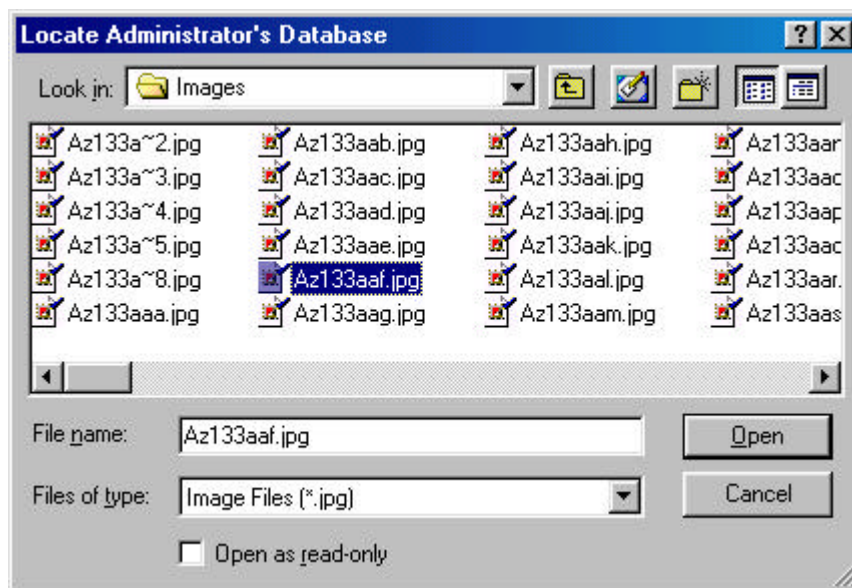


**Figure 11 – Locate Administrator's Database**

If the user selects the **Cancel** button, a message box will be displayed asking the user if they want to exit the application or return to the application. If the user selects **No,** they will be returned to the dialog box to select the database file. If the user selects **Yes,** they will exit the application.
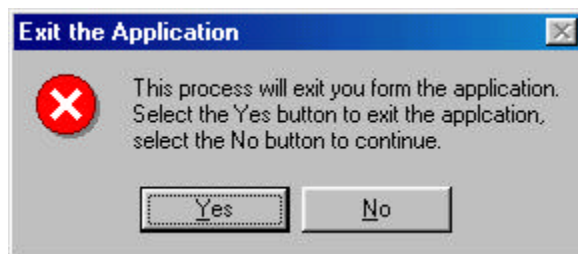


**Figure 12 – Exit Application Screen**

# Retrieve Image Key Procedures

## *Retrieve Image Keys*

This process will rebuild the FILES2000 network database by importing key data from the images that were selected and the table information obtained from the Administrator's Database. This database will be created on the administrator's machine for copying up to the network database location.

## *Select Retrieve Image Keys Button*

After the user selects the **Retrieve Image Keys** a progress bar will be displayed indicating the process of the FILES2000 database rebuilding. After the process is complete the **Retrieve Image Keys** button will become inactive and the **Locate Network Database** button will become active. This process may take several minutes or several hours based on the number of images, network speed, and workstation processor speed.
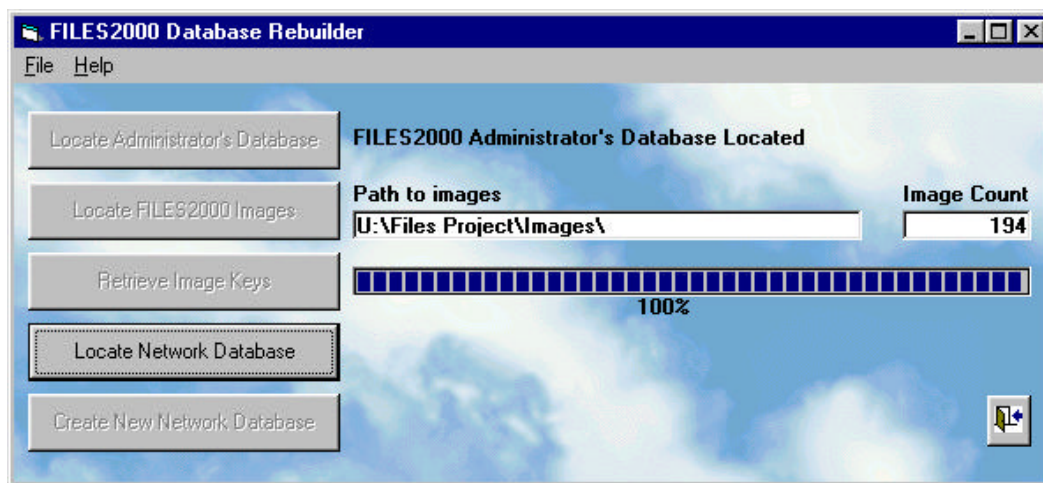


**Figure 13 – FILES2000 Database Rebuilder Screen**

# Locate Network Database Procedures

## *Locate Network Database*

This process will allow the user to select the location for saving the FILES2000 network database. This should be the location where the network database is located for the FILES2000 application. After the user selects the **Locate Network Database** button, a message box will be displayed giving the user three options.

1. Select the **Yes** button to utilize the location displayed in the message for the network database. This is the default location from the INI file.
2. Select the **No** Button to display a dialog box to manually locate the network database.
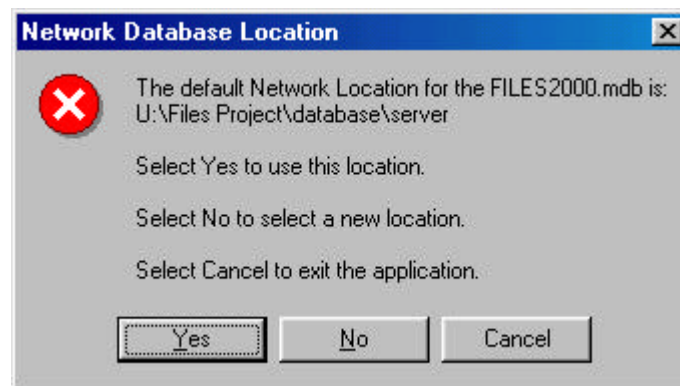3. Select the **Cancel** button to exit the application.



**Figure 14 – Network Database Location Screen**

## *Locate Network Database Dialog*

If the user selects **No** on the Network Database Location screen, the **"Browse for Folder**" dialog box will be displayed. The user should select the desired directory location of the FILES2000 network database. After selecting a directory location, the user will select the **OK** button to complete the location process.
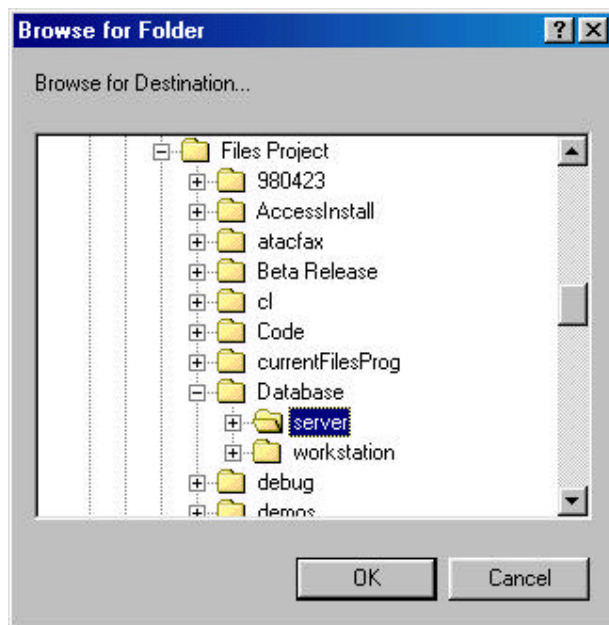


**Figure 15 – Browse for Folder Screen**

If the user selects the **Cancel** button, a message box will be displayed asking the user if they want to exit the application or return to the application. If the user selects **No,** they will be returned to the dialog box to select the database directory location. If the user selects **Yes,** they will exit the application.
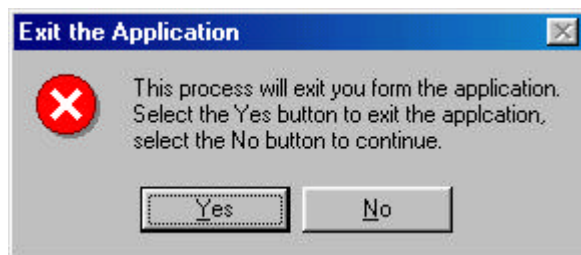


**Figure 16 – Exit Application Screen**

When the user selects the **OK** button on the **"Browse for Folder"** dialog box the **Locate Network Database** button becomes inactive and the **Create New Network Database** button becomes active. A message will be displayed showing the location of the Path for the Network Database location.

# Create New Network Database Procedures

## Create New Network Database

This process allows the user to copy the newly created database to the location of the network database for use by the users.

## Select Create New Network Database Button

After the user selects the **Create New Network Database** button, it becomes inactive and a message is displayed "**New Database Created.**"
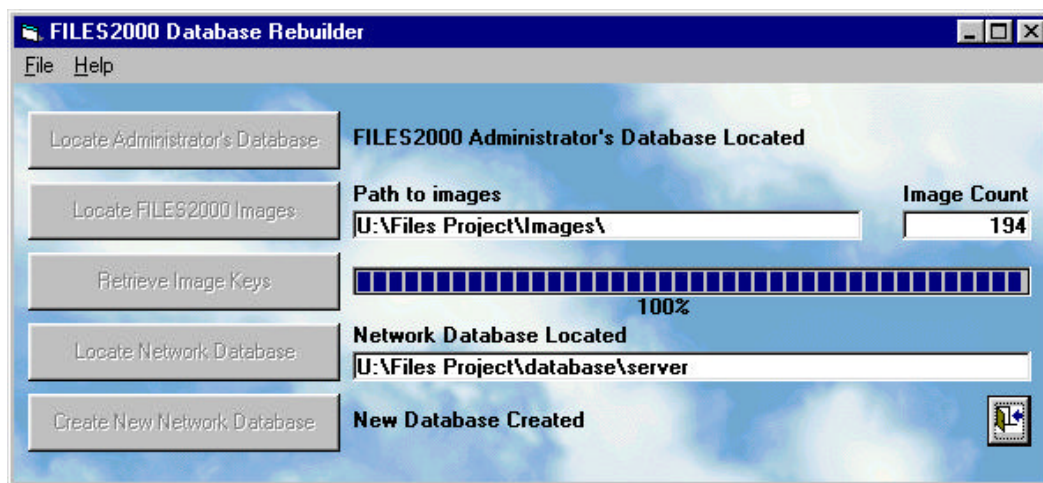


**Figure 17 – FILES2000 Database Rebuilder Screen**

# Exiting the Application Procedure

## *Select the Door Button*

The user will select the **Door** button  to exit the application.